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17 December 1951

MEMORANDUM TO: Training Liaison Officers
FROM: Director of Training
SUBJECT: Summer Area Programs

1. The Office of Training is prepared to enter into negotiation for the establishment of special area programs during the summer months, either by arranging special programs in universities, or by bringing one or two area specialists into the Agency as cleared consultants to give instruction during the summer. The contemporary and practical, rather than the academic, aspects of the areas would be emphasized in either case.

2. Programs in universities can be arranged for from four to eight weeks, full time. The normal program of the institution would be rearranged so as to emphasize matters of interest to CIA. It would be uneconomical to arrange such a program for less than 15 students. If necessary, arrangements can be made under cover of another government agency.

3. Programs in the Agency can be arranged by bringing in for the summer as cleared consultants one or two specialists in each area. First rate men can probably be obtained for the summer more easily than during the academic year. They would conduct seminars for employees, for about two hours a day over a period of eight weeks with the employees at their regular duties. In order that the best use be made of men of this calibre, employees should be required to carry on fairly extensive reading before the seminar begins, unless they are already familiar with the area.

4. You are requested to determine the number of employees your office wishes to have participate in the possible programs listed, internal and external, on the attached sheet, which you are asked to return to Chief, External Training Staff, O/TR (226 Central Building,) before 7 January 1952. Please make any suggestions you wish on length of courses, coverage, location, security, etc.

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MATTHEW BAIRD

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Please indicate the numbers your office would send to external full time programs, and to internal, part time programs. The list of possible programs is based on W. C. Bennett, Area Studies in American Universities.

<u>AREA</u>	<u>EXTERNAL</u>	<u>INTERNAL</u>	<u>REMARKS</u>
Russia			
Far East			
S. E. Asia			
South Asia			
Near East			
Western Europe			
Eastern Europe especially Finno-Ugric studies			
Scandinavia			
Africa			
Latin America			

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